Subject: New Process for Single Day Overtime Meals

Good Morning –

Starting June 15, the Single Day **meal fringe benefit is to be entered by your department’s payroll administrator during time entry**, rather than in Concur.

Single Day meals are a taxable fringe benefit available for UO employees who travel outside the metropolitan area for UO business and are in an overtime status. Travel must start two hours prior to their normal start time or return two hours after their normal stop time. The taxable fringe meal benefit allows breakfast and/or dinner only per policy regarding One Day Meals, see #3: [https://ba.uoregon.edu/permalink/uutravelompuspuf#sect_uu2278](https://ba.uoregon.edu/permalink/uutravelompuspuf#sect_uu2278) Lunch is only allowed with the exceptions listed in this policy.

Your department will determine the process for reporting the meal fringe benefit and will enter the appropriate amount during payroll time entry, **using earn code FPV**. Additional information about how to use earn code FPV can be found on the Banner Guide.


Concur will continue to be used for the personal vehicle mileage reimbursement, parking and any other ground transportation related expenses. Fringe benefits (Single Day Meal) will not be processed in Concur.

Please contact Eric Bever, Senior Payroll Accountant at x 6-0839 with any questions.

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